

From: Houser, Liz
Sent: Friday, May 20, 2011 10:27 AM
To: +All HQ Employees
Subject: Building Update

Just a reminder that DGS will be performing work on the BOE HQ Building HVAC system beginning at 6 p.m. today, MAY 20th and continue through Sunday, MAY 22nd. This work requires that the HVAC system for the main high-rise portion of the building will be shut-off the entire weekend. The 5th Floor server room and 1st floor print area will not be affected while this HVAC work is performed.

Please be sure not to enter the main high-rise portion of the building this weekend and note that the HVAC system will return to normal service late Sunday evening. Please adjust your schedules to make sure you are out of the building no later than 5:45 p.m. today. We appreciate your assistance and apologize for any inconvenience this may cause.

Thank you,

Liz Houser
Deputy Director Administration
Board of Equalization
916-445-4272